AUBURN
Human Resources

School Liaison I, GEAR UP Program

Job Description

JOB INFORMATION

Job Code	KA56A
Job Description Title	School Liaison I, GEAR UP Program
Pay Grade	SR06
Range Minimum	$37,810
33rd %	$44,110
Range Midpoint	$47,270
67th %	$50,420
Range Maximum	$56,720
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Provides professional-level academic advising, counseling, and coaching to K-12 students in individual and group formats; as well as college and career activities, programs, and events at identified schools.

RESPONSIBILITIES

- Conducts academic coaching, and counseling for K-12 students and parents.
- Consults with students, faculty members, and parents about academic counseling, academic policies, and academic services.
- Provides presentations for students and staff on academic support, counseling, and study skills.
- Collaborates with school leaders, teachers, and GEAR UP ACHIEVE staff on retention efforts.
- Analyzes and maintains confidential records and files. Fills out monthly and annual reports of student's progress for grant regulations.
- Oversees and participates in academic enrichment, informational and motivational opportunities, and interventions for targeted middle and high school students, including mentoring activities, individual/group advising, student assemblies, pep rallies, family night events, and other student and parent support activities.
- Develops and distributes grant, program, and department-specific materials including flyers, brochures, posters, handbooks, reports, and letters; maintains and updates marketing and program information on the grant website and social media accounts.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Education, Counseling, or related field	and	2 years of	Experience in advising or counseling.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			Up to 25 pounds.
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.